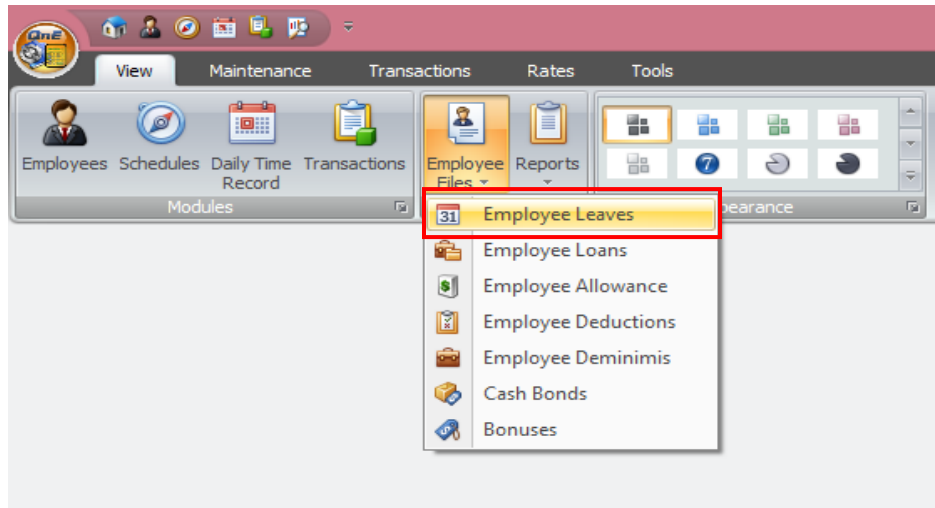


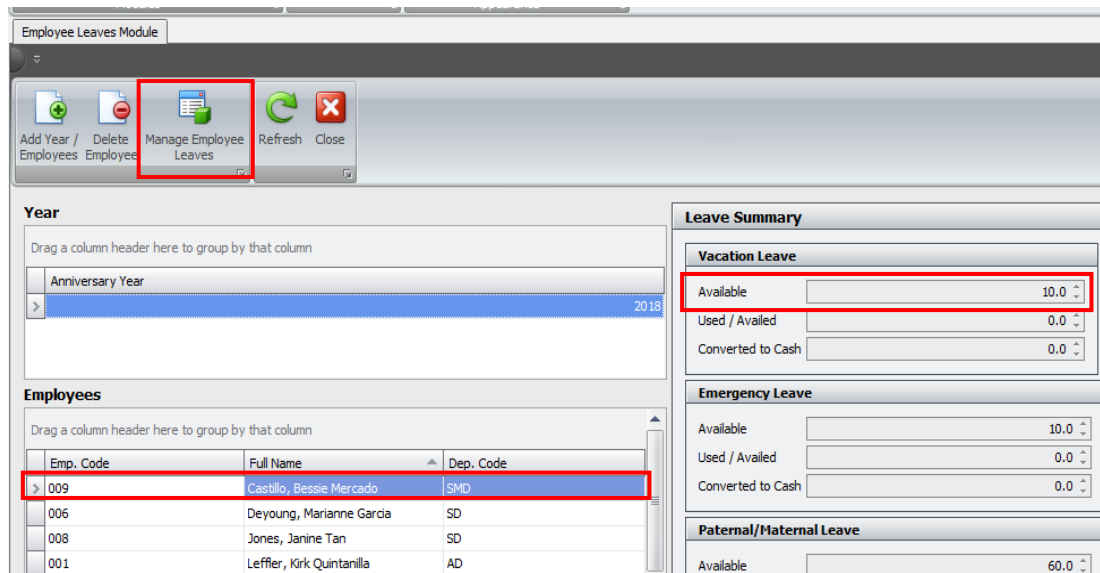


HOW TO ADJUST THE LEAVE CREDITS

Go to Payroll Menu Bar > View > Employee Files, then click Employee Leaves.

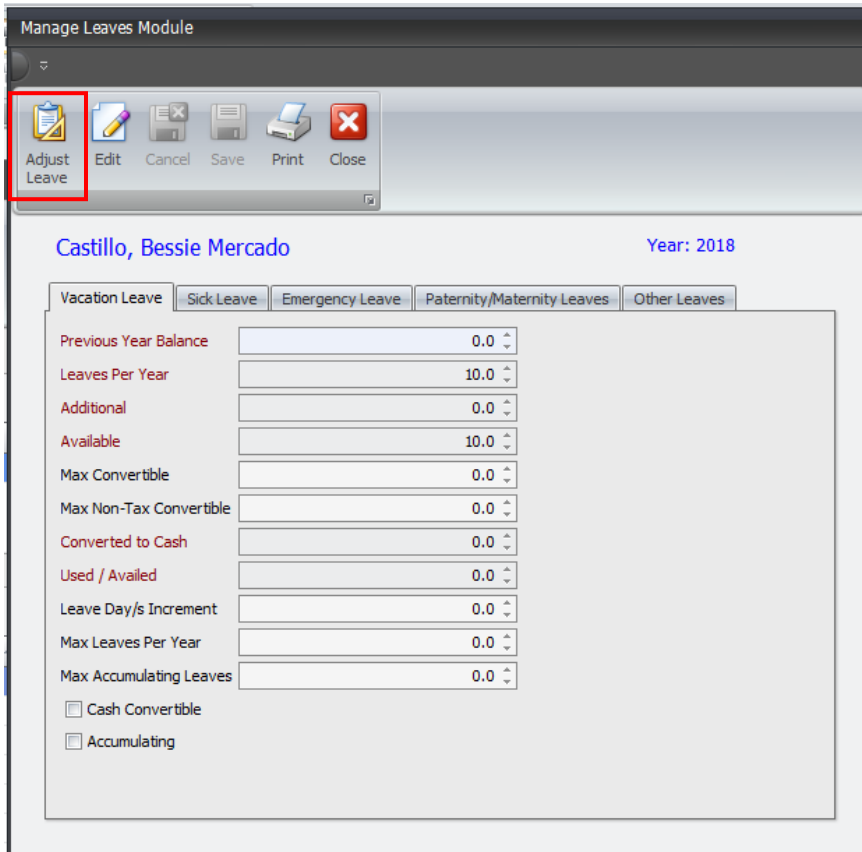


Employee Leave Module window will show, select the Employee you want to adjust the Leave credits, then click Manage Employee Leaves.



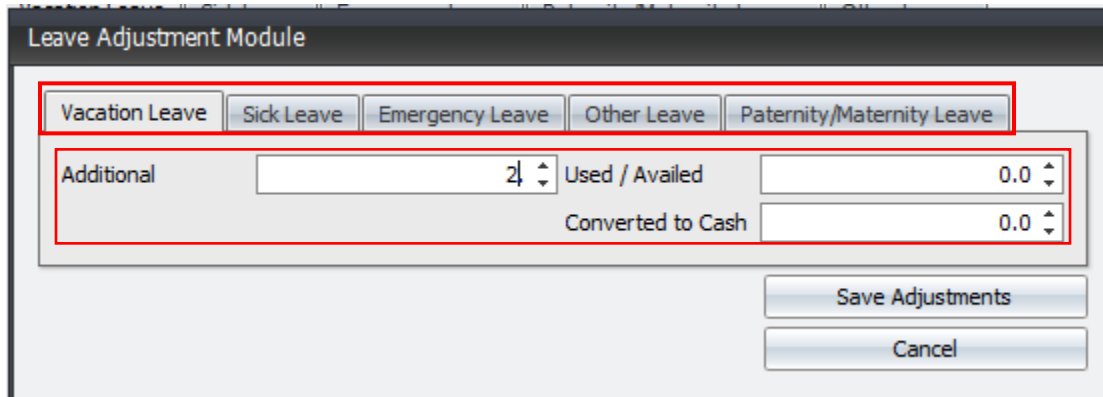
→ Current Available balance is 10

In Manage Leave Module window, click Adjust Leave.



From Leave Adjustment Module, select the particular Leave you want to adjust, then input the adjustment value for Additional, Used/Availed or Converted to Cash.

Once done, click Save Adjustments.



Available value is already updated – from 10 available balance to 12 available balance.

Castillo, Bessie Mercado Year: 2018

Vacation Leave Sick Leave Emergency Leave Paternity/Maternity Leaves Other Leaves

Previous Year Balance	0.0
Leaves Per Year	10.0
Additional	2.0
Available	12.00
Max Convertible	0.0
Max Non-Tax Convertible	0.0
Converted to Cash	0.0
Used / Aailed	0.0
Leave Day/s Increment	0.0
Max Leaves Per Year	0.0
Max Accumulating Leaves	0.0

Cash Convertible
 Accumulating